

CIO Council Meeting Minutes

November 18, 2004

The November meeting of the Iowa CIO Council was held at the Grimes Building Conference Room from 1:00 – 3:00 p.m.

1. **Welcome and Introductions** – Judy Peters welcomed everyone to the meeting.

2. **Enterprise Infrastructure and Personnel Assessment:**

Mark Peterson and William Leggett spoke about the Coeur Group draft report out today. The next draft is due out next Wednesday. This is a rough draft and hasn't been edited. Return comments to Coeur through Wes Hunsberger by next Wednesday. They are looking for comments to assist with clarity and with errors or other edits. The report looks at the current value of IT and the journey over the next five years. Coeur estimates that IT spend in Iowa is about 30% low and recommends looking at IT as an ecosystem. Any dollars saved must be spent on IT. The presentation to the legislature will take place in January. Comments may continue to be shared with Coeur until then. They are recommending the service provider model – (page 45 of draft one). The report is a spiral in and out – balancing flexibility and core services. An aggressive schedule would include a 30 to 48 month transition process. The planning phase is key to successful implementation.

The savings addressed in the report are based on re-investment in technology, not making the savings available for other programs. Some savings may be realized but full realization of the savings needs funds to be reinvested in technology.

Let Coeur know if the report is not clear.

Coeur thanks the CIO Council and the departments.

3. **CIO Subcommittee Discussion**

Security and Continuity of Operations Committee:

Items 6-8 on page 8 of the security policy draft: details on audits, vulnerability assessment, risk assessment will come from the subcommittee later.

The committee recommends adopting the policy as is, with addendums on details to be presented at the January CIO Council meeting. They will work on defining the scope of audit, vulnerability, risk assessment. Then they will define methods.

The CIO Council unanimously approved the security policy as circulated. Larry Grund will send the final policy to everyone. Greg Fay reported that the CISO office is looking at timelines and activities and provide a report at the January meeting.

Strategic Planning and Architecture (SPAC):

The architecture document is circulating. The next step is to take the straw man and decide how to move forward.

Education and Emerging Technologies Committee:

The committee met with Brett Voorhees of the CISO and is reviewing the Cyber Security training manual, with feedback due to Brett by December 3. During spring 2005, the web-based training for cyber security will be offered to all employees. It will consist of six segments, about 2 hours total to complete the six segments.

Communications:

Darrell Fremont from ITE presented the template for the revised CIO Council web site. There was discussion about whether the site should be Internet or Intranet facing and whether there should be a restricted area for contact information and draft items. Future developments could consider forums, discussion boards, methods for posting comments. Retention policy was also discussed by the Council and will be considered by the committee. Rich Jacobs moved and Larry Grund seconded that the site be Internet; that Darrell apply on our behalf for the domain name CIOCouncil.iowa.gov; and that the logo for the page use the capitol dome rather than the Iowa flag. The Council approved the motion.

4. **ITE Updates**

No update.

5. **ICN Update**

No update.

6. **Strategic Plan:**

Judy Peters led a discussion about tying the Strategic Plan with gaps in best practices from Coeur Group documents. There are 7 goals. Key goals are governance, standards, procurement, retaining knowledge base in agencies. The Council will meet in early December to develop talking points. Be sure to provide feedback to Coeur on the EIP document by next Wednesday.

The next meeting is scheduled for December 16. The Council will use that meeting time to work on the bullets for linking the EIP Assessment and the Strategic Plan during the time set aside for the meeting.

CIO Council Meeting Minutes

November 19, 2004

Page 3 of 3

Attendees of the November 18, 2004 CIO Council Meeting

Last Name	First Name	Agency
Anderson	Kay	IDALS
Anthony	Dale	DPH
Erickson	Ervin	Auditor
Grund	Larry	DPS
Halterman	Evelyn	ILOT
Hellstern	Robert	IVH
Jacobs	Richard	IDR
Munson	Margaret	IUB
Nicoll	Steve	DVRS
Paeth	Peter	ILEA
Peters	Judy	IWD
Quinn	Lesa	DPD
Roeder-Grubb	Laura	Human Rights
Schwartz	Leon	IPERS
Weuve	Delon	Auditor's Office
*Gast	Steve	DOT

Others Attending:

Last Name	First Name	Agency
Fay	Greg	DAS
Fremont	Darrell	DAS
*Hunsberger	Wes	DAS
*Leggett	William	Coeur
*Peterson	Mark	Coeur

*present through Coeur presentation only